

Riverview Psychiatric Center

Executive Leadership
Date: November 15, 2006

Committee Members Present:

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| <ul style="list-style-type: none"> √ David Proffitt, Superintendent √ William Nelson, Medical Director √ Lauret Crommett, Nursing Director √ Bob Patnaude, Safety Director √ Barbara Sylvester-Pellett, CPI Director/Risk Management √ Brian Daskivich, Deputy Superintendent/Programs √ Teresa Mayo, Psychology Director | <ul style="list-style-type: none"> √ Terry O'Neal, Admission Coordinator √ Lucia Nadeau, Personnel Officer √ Stephanie George-Roy, Director of Social Work √ Jamie Morrill, Deputy Superintendent/Administrative Ser. √ Holly Dixon, Peer Support Coordinator |
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Guests:

Minute Recorder: Charlotte Lalime

Next Meeting: November 29, 2006

Minutes Approved:

TOPIC	DISCUSSION	ACTION PLAN	PERSON RESPONSIBLE
Review of Minutes	Approved with amendments.		C. Lalime
Superintendent's Report	Dave reports that Hillary Burris did an exceptional job with a client in dry rounds this morning in helping her to attain her goals. David adds that he was impressed.	Noted	
	Jamie presented a thank you note from Burnses for pledges to the walk.	Informational	
	Jamie reports that D.R. Struck, the company that worked on the berm removal, paid our clients for their work in helping with the job.	Informational	
	Tina Libby will be invited to become a member of Executive Leadership.	Charlotte will contact Tina.	C. Lalime
Initiatives	Spent hour and a half with PSDS looking at a specific incident. Dave tried to impress importance of treating clients in the right way. We are here to take care of those we serve, not because of the court,	Informational	

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	<p>consent decree, or because the Commissioner tells us to, but because it is good care delivery.</p> <p>David explains that he has been made aware of a client requesting a Wicken bible. David asked Chaplain Dow to speak with the client and if he indeed followed these beliefs to arrange to have a bible purchased for him. Helen Bailey complained that Chaplain Dow had no right to question him about his beliefs. David says the client has every right to practice his own religion and this right will be given to him by this facility.</p>	Informational	
Medical Executive Committee	Dr. Nelson states that we are spending \$250 for drug testing kits to use on a trial basis. Dave asks if they can be legally used in the FTU act team.	Dr. Nelson will review this.	Dr, Nelson
	Lauret and Dr. Nelson need to meet re: infection control to ensure continuity of the process since Dennis Nasto left.	Report at next meeting.	L. Crommett Dr. Nelson
Safety Committee	Working on projects and development of new indicators. Friday deadline for feedback on the fire form. If there are no modifications, Bob states he will distribute.	Noted	
	Possibility of combining the Risk Management and Safety Committees. BJ will explore this possibility.	Report at next meeting.	
	A decision has been made to go with magnetic door hold resolution to the chapel door based on 5 options presented by the safety committee.	Noted	
Infection Control	This Committee met last week. Get together and update infection control procedures. BJ will be traveling to Portland on Friday to review infection control at the Portland Clinic.	Noted	

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Clinical Leadership	Clinical Leadership is currently discussing many issues relating to treatment of addictions and wellness.	Informational	
Labor Management	Next meeting scheduled for December.	Noted	
Behavior Response Committee	The Committee met yesterday; need support of supervisors to get staff there to train as trainers. Meetings have been changed back to Mondays at 2:30. All supervisors will ensure that meetings are attended, and if a member cannot attend, this is to be communicated to Dave. This Committee is a priority.	Dave will be notified if a staff is unable to attend these meetings.	Supervisors
Nursing Leadership	<p>Lauret reports that Nursing Leadership is meeting every other week and have been reviewing policies. Six policies are ready to be presented to the P&P Committee after review by Dr. Nelson.</p> <p>Lauret also states she has been clarifying roles and expectations. A standing agenda item at Nursing Leadership will be critical analysis.</p> <p>Lauret adds that we have a client with possible infection of TB – a nursing protocol is currently being developed for suspect infectious diseases.</p>	<p>Informational</p> <p>Noted</p> <p>Final investigative report to ELC at next meeting. Sheila Andrews will order the correct masks.</p>	
Quality Council	No report		
Budget Update	The 10th pay period dated 11/8/06 of FY2007 is now showing a surplus of \$36,697.66. The accumulated surplus through the Fiscal Year is now projected to be \$543,002.44. The overtime for pay period 11/8/06 was \$34,163.95. The accumulated overtime for	Informational	

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	FY2007 is \$334,104.90. The expenditures for general operations through 11/9/06, is now \$3,805,743.03. Revenue through 11/14/06 is now \$389,773.77.		
Policy and Procedure Committee	Scheduled to meet next Thursday. Nursing and Medication Management have policies to review. Dr. Mayo distributed and reviewed changes in policy RI.1.10, Ethics in Client Care, with the committee.	Informational Approved with amendments.	
P&T Committee	No report		
Leadership Reports	Jamie reports that it looks as though we have found a process to access Maine General lab reports. No recommendations for quality improvement teams.	Noted Noted	
Staff Injuries	Nurse injury – hit by door. Lot of MHW on break, not enough staff on unit. Make sure enough staff on unit during fresh air breaks. Bob to look at making doors safer. MHW kicked by client – continued investigation and review. MHW punched by client – still under investigation and will report back in two weeks.	Lauret to assure staff deployment allows for ample staff on units. Report at next meeting.	L. Crommett L. Crommett
Clinical Risk Management	No report.		
Staff Development Update	Angie reports that she has hired Jeff Freeman for the position of Staff Development Specialist III. Jeff has been employed at MOCO. Angie reports she will be attending a meeting at the Senator with 3 other hospitals for networking. Some CCMS will be attending also.	Informational	

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	Two series of 40 hours in forensic training has been completed. Some of the RNs will be enrolled for the training.	Dave asks Lucia to email (and cc David) Don regarding update on forensic stipend.	L. Nadeau
New Business			
Red Alert Process	Dave received feedback on this process. Some of feedback was concern that Maws could bypass direct line of supervision – David states that this was actually by design. Goes to physician and RN IV first and this gives the RN IV an opportunity to counsel charge nurse, if needed.	Informational	
Quality Improvement Teams	BJ states that there has been a request for a medication error PIT.	Informational	
JCAHO Planning Meeting	Meeting scheduled for November 28 th at 9:00 in the Casco Bay.	Noted	
Adjourned at 12:00			